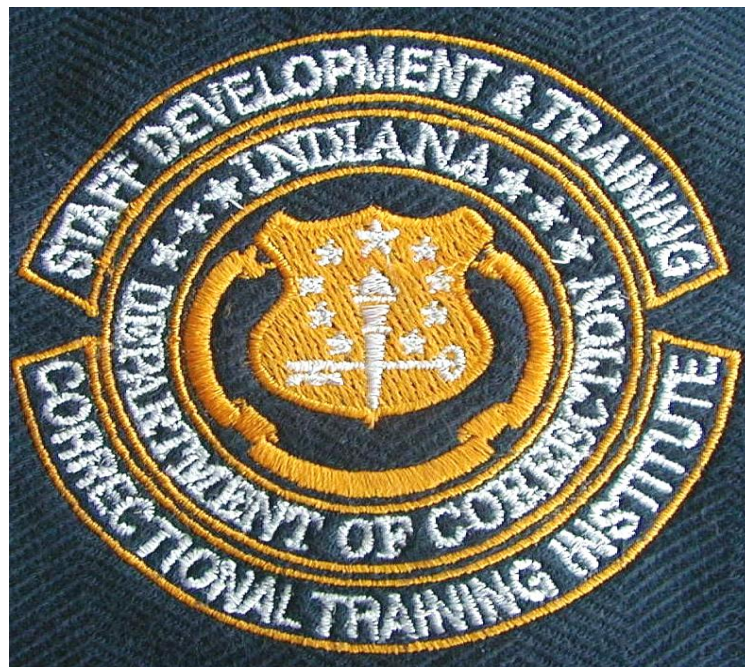


INDIANA DEPARTMENT OF CORRECTION
STAFF DEVELOPMENT AND TRAINING DIVISION
CORRECTIONAL TRAINING INSTITUTE

ANNUAL TRAINING CALENDAR
JULY 2005 – JUNE 2006



J. David Donahue, Commissioner

Ronald L. Allen, Director

DIRECTOR'S COMMENT: WHY TRAINING?

To get things done requires not only having a goal, but also the will and the ability to implement it. Having the desire to attain a goal is not enough to achieve it. Successful implementation requires competency based on knowledge, skill and motivation.

The measure of a leader is what he or she accomplishes. A great vision that cannot be effectively communicated and engender support by others is a concept, not an accomplishment.

Training provides, guides, gives, improves, supports, empowers, etc., towards results, outcomes, ends, and bottom lines. It is the vehicle for change from the review of "what was," to the explanation of "what is," to the expectation of "what will be."

This program year you have over 700 days of training opportunities to learn, to grow, to gain - to be a leader!

Ronald L. Allen

Ronald L. Allen, Director
Staff Development and Training Division
Correctional Training Institute

July 2005

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**DIVISION OF STAFF DEVELOPMENT AND TRAINING
STAFF DIRECTORY
TELEPHONE NUMBER (765) 521-0230**

NAME	TITLE	TEL. EXT.	EMAIL ADDRESS
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Davis, Jerry	Housekeeping	Ext. 5019	
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Fox, Darrell	Academy Supervisor	Ext. 5008	dfox@doc.in.gov
Guimond, Butch	Audit/Field Support Manager	Ext. 5014	bguimond@doc.in.gov
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Jaynes, Sandra	Officer	Ext. 5019	
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Tharp, Jerry	Sergeant	Ext. 5020	jtharp@doc.in.gov
Tweedy, Richard	Officer	Ext. 5019	
Vought, David	Curricula Development Specialist	Ext. 5010	dvought@doc.in.gov
Whigum, Andrea	Administrative Assistant	Ext. 5006	awhigum@doc.in.gov

ADMINISTRATIVE FAX
CTI ACADEMY FAX

(765) 521-0595
(765) 529-6873

CORRECTIONAL FACILITIES ABBREVIATIONS

ADULT FACILITIES

Atterbury CF	ACC
Branchville CF	BTC
Chain O'Lakes CF	COL
Correctional Industrial Fac	CIC
Edinburgh CF	JCU
Henryville CF	HYC
Indiana State Prison	ISP
Indiana Women's Prison	IWP
Indpls Men's Work Release Center	IMW
Indpls Women's Work Release Center	IWW
Lakeside CF	LCC
Madison CF	MCU
Medaryville CF	MYC
Miami CF	MCF
New Castle CF	NCF
Pendleton CF	ISR
Plainfield CF	IYC
Putnamville CF	ISF
Reception Diagnostic Center	RDC
Rockville CF	RTC
South Bend Work Release	SBW
Wabash Valley CF	WVC
Westville CF	WCC

JUVENILE FACILITIES

Indianapolis Juv CF	IGS
Plainfield Juv CF	IBS
Logansport Juv Intake/Diag	LJF
Pendleton Juv CF	PJC
Camp Summit	SFJ
North Central Juv CF	NCJ
South Bend Juv CF	SBJ
Northeast Juv CF	NEJ

STATE HOLIDAYS:

2005

July 4	Independence Day
September 5	Labor Day
October 10	Columbus Day
November 11	Veteran's Day
November 24	Thanksgiving Day
November 25	Lincoln's Birthday
December 23	Washington's Birthday
December 26	Christmas Day

2006

January 2	New Year's Day
January 16	Martin Luther King Jr. Day
April 14	Good Friday
May 29	Memorial Day

PRESERVICE ACADEMIES ARE IN SESSION ON THE FOLLOWING STATE HOLIDAYS:

2005

September 5	Labor Day	Academy Training Day
October 10	Columbus Day	Academy Training Day
November 11	Veteran's Day	Academy Training Day

2006

January 2	New Year's Day	Academy Training Day
January 16	Martin Luther King Jr. Day	Academy Training Day
April 14	Good Friday	Academy Training Day

Preservice Academies

July - September 2005

**Adult Preservice
Academy *5 Offerings**

**Week One is held at Regional Facility Sites and Weeks Two and
Three at Correctional Training Institute, New Castle**

Adult Preservice Academy: Contact Darrell Fox (765) 521-0230 Ext. 5008					
Week One COURSE 001449	Week Two COURSE 001450			Week Three COURSE 001451	
Regional sites will schedule week one of the Preservice Academy based on facility hiring and/or scheduling needs.	Session Numbers		Dates:	Session Numbers	
	2005				
	0020		July 11-15	0020	July 18-22
	0021		July 25-29	0021	August 1-5
	0022		August 8-12	0022	August 15-19
	0023		August 29-Sept. 2	0023	September 5-9
	0024		September 12-16	0024	September 19-23

Target Audience: All new staff that have daily or regular offender contact attend a Preservice Academy unless they have been separated from Department employment less than one (1) year and return to the same or similar classification, have been on authorized medical disability leave, or have been on authorized military leave.

Class Size: Designated per classroom space and resources

Location: Regional Sites and Correctional Training Institute, New Castle

Time: 8:00 a.m. - 4:30 p.m.

Training Credit: 112.5 hours

Synopsis: The Adult Preservice Academy consists of a three-week curriculum that is designed to assist employees in developing knowledge, building skills, and providing educational activities related to staff responsibilities in a correctional environment. Participants receive instruction on policies and procedures and a variety of correctional topics. Participants receive formal classroom instruction by a qualified presenter.

The Adult Academies place emphasis on establishing and maintaining a secure and safe environment for staff, offenders, and visitors through professionalism, ethical conduct, teamwork, and the implementation of best-correctional practices.

**Juvenile Preservice
Academy *4 Offerings**

**Weeks One and Two are held at Regional Facility Sites and
Week Three at Correctional Training Institute, New Castle**

Juvenile Preservice Academy: Contact Darrell Fox (765) 521-0230 Ext. 5008						
	Week One COURSE 001452		Week Two COURSE 001453		Week Three COURSE 001454	
	Session Numbers:	Dates:	Session Numbers:	Dates:	Session Numbers:	Dates:
2005	TBA	July 4-8	TBA	July 11-15	0015	July 18-22
	TBA	July 18-22	TBA	July 25-29	0016	August 1-5
	TBA	August 8-12	TBA	August 15-19	0017	August 22-26
	TBA	September 5-9	TBA	September 12-16	0018	September 19-23

Target Audience: All new staff that have daily or regular juvenile offender contact attend a Preservice Academy unless they have been separated from Department employment less than one (1) year and return to the same or similar classification, have been on authorized medical disability leave, or have been on authorized military leave.

Class Size: Designated per classroom space and resources

Location: Regional Sites and Correctional Training Institute

Time: 8:00 a.m. - 4:30 p.m.

Training Credit: 112.5 hours

Synopsis: The Juvenile Preservice Academy consists of a three-week curriculum that is designed to assist employees in developing knowledge, building skills, and providing educational activities related to staff responsibilities in a correctional environment. Participants receive instruction on policies and procedures and a variety of correctional topics. Participants receive formal classroom instruction by a qualified presenter.

The Juvenile Preservice Academies place emphasis on establishing and maintaining a secure and safe environment for staff, offenders, and visitors through professionalism, ethical conduct, teamwork, and the implementation of best-correctional practices.

Combined Preservice Academy

October 2005 -
June 2006

Regional Academy
*9 Offerings

Weeks One, Two and Three are held at Correctional
Training Institute Regional Academy Sites:
CTI Miami, CTI New Castle, CTI Plainfield
CTI Putnamville, and CTI Westville

Regional Academy: Contact Darrell Fox (765) 521-0230 Ext. 5008				
	Week One COURSE 001620		Week Two COURSE 001621	Week Three COURSE 001622
	Session Numbers:	Dates:		
2005	0001	October 10-14	October 17-21	October 24-28
	0002	October 31-Nov. 4	November 7-11	November 14-18
	0003	November 28-Dec. 2	December 5-9	December 12-16
2006	0004	January 2-6	January 9-13	January 16-20
	0005	January 30-Feb. 3	February 6-10	February 13-17
	0006	March 6-10	March 13-17	March 20-24
	0007	April 3-7	April 10-14	April 17-21
	0008	May 8-12	May 15-19	May 22-26
	0009	June 5-9	June 12-16	June 19-23

Target Audience: All new staff that have daily or regular offender contact attend a Preservice Academy unless they have been separated from Department employment less than one (1) year and return to the same or similar classification, or have been on authorized medical disability leave, or have been on authorized military leave.

Class Size: Designated per classroom space and resources

Location: CTI Regional Academy Sites

Time: 8:00 a.m. - 4:30 p.m.

Training Credit: 112.5 hours

Synopsis: The Correctional Preservice Academy consists of a three-week curriculum that is designed to assist employees in developing knowledge, building skills, and providing educational activities related to staff responsibilities in a correctional environment. Participants receive instruction on policies and procedures and a variety of correctional topics. Participants receive formal classroom instruction by a qualified presenter.

The Academy places emphasis on establishing and maintaining a secure and safe environment for staff, offenders, and visitors through professionalism, ethical conduct, teamwork, and the implementation of best-correctional practices.

Leadership Courses 28 Offerings

COURSE 001627		Professional Development Competencies	
Contact Matt Guyer Ext. 5005 or David Vought Ext. 5010 (765) 521-0230			
Session Numbers, Dates and Location:			
2005	0001	September 20-21	Correctional Training Institute
	0002	September 27-28	Indiana Government Center
	0003	October 18-19	Madison Best Western Inn
	0004	November 29-30	Correctional Training Institute
2006	0005	January 31- February 1	Indiana Government Center
	0006	February 14-15	Indiana State University
	0007	March 7-8	Kokomo Ivy Tech
	0008	March 21-22	Michigan City Holiday Inn
	0009	April 4-5	Indiana Government Center
	0010	April 25-26	Indiana State University
	0011	May 16-17	Michigan City Holiday Inn
Target Audience:		Every supervisor and manager	
Class Size:		Up to 28 participants per class	
Time:		8:00 a.m. - 4:30 p.m.	
Training Credit Hours:		15 Hours	
Synopsis:		Professional Development Competencies is designed to provide supervisors and managers with the competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics and Values, Interpersonal Relationships, Oral and Written Communication, Motivating Others, Developing Direct Reports, Managing Conflict, and Team Building. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.	

COURSE 001629		Leadership Development Competencies	
		Contact Matt Guyer Ext. 5005 or David Vought Ext. 5010 (765) 521-0230	
Session Numbers, Dates and Location:			
2005	0001	October 4-5	Correctional Training Institute
	0002	October 25-26	Indiana State University
	0003	November 1-2	Michigan City Holiday Inn
	0004	December 6-7	Kokomo Ivy Tech
2006	0005	January 10-11	Indiana State University
	0006	February 7-8	Indiana Government Center
	0007	March 14-15	Madison Best Western Inn
	0008	April 18-19	Michigan City Holiday Inn
	0009	May 2-3	Indiana Government Center
	0010	May 23-24	Indiana State University
	0011	June 6-7	Correctional Training Institute
Target Audience:		Every supervisor and manager	
Class Size:		Up to 28 participants per class	
Time:		8:00 a.m. - 4:30 p.m.	
Training Credit Hours:		15 Hours	
Synopsis:		Leadership Development Competencies is designed to provide supervisors and managers with competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics and Values, Self Awareness, Collaboration, Problem Solving and Decision Making, Strategic Thinking, Managing Change, Program Planning and Performance Assessment. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.	

COURSE 001628		Organizational Development Competencies	
Contact Matt Guyer Ext. 5005 or David Vought Ext. 5010 (765) 521-0230			
Session Numbers, Dates and Location:			
2005	0001	November 15-16	Correctional Training Institute
	0002	December 13-14	Indiana Government Center Indiana State University
2006	0003	January 24-25	Indiana Government Center
	0004	February 21-22	Indiana Government Center
	0005	March 28-29	Michigan City Holiday Inn
	0006	May 9-10	
Target Audience:		Every supervisor and manager	
Class Size:		Up to 28 participants per class	
Time:		8:00 a.m. - 4:30 p.m.	
Training Credit Hours:		15 hours	
Synopsis:		Organizational Development Competencies is designed to provide supervisors and managers with competencies needed to be effective leaders throughout their career with the Department of Correction. Topics include: Ethics and Values, Vision and Mission, Strategic Thinking, Managing the External Environment, Power and Influence, Strategic Planning, Performance Management, and Collaboration. This program utilizes information from the Correctional Leadership Competencies for the 21st Century project released by the National Institute of Corrections in October 2004.	

Trainer Development Programs

8 Offerings

COURSE 001261 Field Training Officer/On Job Training (FTO/OJT) Training for Trainers Contact Butch Guimond Ext. 5014 or Mike Smith (765) 521-0230 Ext. 5002			
Session Numbers, Dates and Location:			
2005	0045	August 04	Correctional Training Institute, New Castle
	0046	August 11	Correctional Training Institute, New Castle
	0047	August 18	Correctional Training Institute, New Castle
Target Audience:		Indiana Department of Correction employees assigned as Agency Field Training Officers responsible for delivery of On-the-Job training within their respective facility.	
Participant Numbers:		Up to 24 participants per class	
Location:		See above schedule.	
Training Credit:		6 hours	
Time:		9:00 a.m. - 4:30 p.m.	
Synopsis:		One-day course designed to train Field Training Instructors to train Field Training Officers the effective techniques for On-the-Job training. The entire process of teaching a new employee a skill is explored; how a performance checklist is used for on-the-job training; identification of the nine critical components of a performance checklist; and, the steps involved in the Field Training Officer process.	

FTO/OJT REVIEW DATES

Contact Mike Smith (765) 521-0230 Ext. 5002

2006 DATES:

LOCATIONS:

January 10	Atterbury Correctional Facility
January 10	Edinburgh Correctional Facility
January 24	Reception & Diagnostic Center
January 24	Plainfield Correctional Facility
January 25	Plainfield Juvenile Correctional Facility
February 7	Indianapolis Juvenile Correctional Facility
February 8	Indiana Women's Prison
February 9	Indianapolis Men's Work Release
February 9	Indianapolis Women's Work Release
February 14	New Castle Correctional Facility
February 21	Pendleton Correctional Facility
February 22	Correctional Industrial Facility
February 23	Pendleton Juvenile Correctional Facility
March 7	Miami Correctional Facility
March 8	North Central Juvenile Correctional
March 8	Logansport Intake Facility
March 21	Rockville Correctional Facility
March 22	Putnamville Correctional Facility
April 4	Madison Correctional Facility
April 4	Henryville Correctional Facility
April 5	Branchville Correctional Facility
April 6	Wabash Correctional Facility
April 18	Chain O'Lakes Correctional Facility
April 18	North East Juvenile Correctional Facility
April 19	South Bend Work Release
April 19	South Bend Juvenile Correctional Facility
May 2	Westville Correctional Facility
May 3	Indiana State Prison
May 3	Lakeside Correctional Facility
May 4	Medaryville Correctional Facility
May 4	Camp Summit Juvenile Facility

COURSE 000958 IDOC New Correctional Training Officers Orientation (NTO)
Contact Nancy Riley (765) 521-0230 Ext. 5003

Session Numbers, Dates and Location:

00011 February 2& 3 Correctional Training Institute, New Castle

Target Audience: All New Correctional Trainers are required to attend this class within the first three months of selection/appointment

Participant Numbers: Up to 12 participants per class

Locations: Correctional Training Institute, New Castle and Regional Distance Training Site

Training Credit: 15 hours

Time: 8:00 a.m. - 4:30 p.m.

Synopsis: Two-day course designed for all new Facility Correctional Training Officers within the first three months of selection/assignment. The program covers Indiana Department of Correction requirements per statute, code, policy and procedure including: Training Policy 01-05-101; Training Audit Program; Record Keeping; Facility Training Committee; Training Reports; Training Forms; IDOC Lesson Plan Development; Resource Materials; Orientation to the Correctional Training Institute; and Briefing on SD&T sponsored In-Service Training. The two-day program is offered via distance training through videoconferencing equipment at designated sites determined by the number of applicants within a region.

Facility Training Audit Dates

Contact Nancy Riley (765) 521-0230 Ext. 5003

2005	November 10	Miami Correctional Facility
	November 14	South Bend Work Release Center
	November 23	Pendleton Juvenile Correctional Facility
2006	February 16	Central Office
	April 27	Pendleton Correctional Facility
	May 25	Indianapolis Men's and Indianapolis Women's Work Release

Facilities will be doing internal audits if they received a 90% or higher during their annual training audit for fiscal year 2004-005. All internal audit reports are due to the Division of Staff Development and Training by April 1, 2006. Audit Forms will be forwarded to facilities by January 2006.

COURSE 000480 Presentation Skills/The Basics Contact Darrell Fox (765) 521-0230 Ext. 5008			
Session Numbers, Dates and Location:			
2005	0416	September 14	Correctional Training Institute, New Castle
	0417	November 9	Correctional Training Institute, New Castle
2006	0418	February 16	Correctional Training Institute, New Castle
	0419	April 26	Correctional Training Institute, New Castle
Target Audience: Any staff member utilized as an adjunct trainer for any Preservice Academy Program. This one-day course is designed for trainers, collateral trainers, and any staff who are required to make presentations.			
Participant Numbers: Up to 12 participants per class			
Location: Correctional Training Institute, New Castle			
Training Credit: 7.5 hours			
Time: 8:00 a.m. - 4:30 p.m.			
Synopsis: The program provides basic techniques and knowledge needed for giving effective presentations. Problem areas and solutions for those areas are covered. Program provides an opportunity to learn the necessary knowledge and skill techniques for effective presentations.			
Prerequisite: A one-day PowerPoint Computer Training Class is offered at CTI the day prior to this class. All New Facility Training Coordinators must complete the PowerPoint class prior to attending this class.			

Special Issue Workshops 24 Offerings

COURSE 001253 Coaching I Workshop		
Contact Nancy Riley (765) 521-0230 Ext. 5003		
Session Numbers,	0011 November 22, 2005	Correctional Training Institute
Dates and Location:	0012 May 3, 2006	Correctional Training Institute
Target Audience:	Juvenile Service Supervisors	
Class Size:	Up to 24 participants per	
Time:	9:00 a.m. - 4:00 p.m.	
Training Credit Hours:	6 hours	
Synopsis:	This workshop defines and emphasizes a Correctional Supervisor's role as a coach. The training focuses on communication, commitment, and how to motivate employees. This is a hands on, interactive workshop with video scenarios to illustrate the topics.	

COURSE 001471 Coaching II Workshop		
Contact Nancy Riley (765) 521-0230 Ext. 5003		
Session Numbers,	0007 November 29, 2005	Correctional Training Institute
Dates and Location:	0008 May 31, 2006	Correctional Training Institute
Target Audience:	Juvenile Services Supervisors	
Class Size:	Up to 24 participants	
Time:	9:00 a.m. - 4:00 p.m.	
Training Credit Hours:	6 hours	
Synopsis:	Coaching II will build on the fundamental motivational techniques presented in Coaching I. Coaching II will emphasize supervisory skills including: assessing volatile situations; advanced verbal de-escalation techniques; how to conduct an effective Use of Physical Force Debriefing; and, "professionalism" that promotes positive attitudes from staff.	

COURSE 001134 Thinking for a Change (TFAC)		
Contact Matt Guyer Ext. 5005 or David Vought Ext.5010 (765) 521-0230		
Session Numbers,	0101 November 7-10, 2005	Correctional Training Institute
Dates and Location:	0102 April 10-13, 2006	Correctional Training Institute
Target Audience:	Correctional Staff who will facilitate TFAC to offenders	
Class Size:	Up to 28 participants	
Time:	8:00 a.m. - 5:00 p.m.	
Training Credit Hours:	32 hours	
Synopsis:	This workshop will teach staff how to become facilitators of the TFAC program. Upon completion, staff will be able to instruct the 22 lessons of TFAC to the offender population.	

COURSE 001626 House Bill 1437**Contact Matt Guyer Ext. 5005 or David Vought Ext. 5010 (765) 521-0230****Session Numbers, Dates and Location:**

2005	0001	September 22	Correctional Training Institute
	0002	October 6	Correctional Training Institute
	0003	October 20	Madison Best Western Inn
	0004	November 3	Michigan City Holiday Inn
	0005	November 9	Putnamville State Police Post
	0006	November 17	Correctional Training Institute
	0007	December 8	Kokomo Ivy Tech
2006	0008	January 12	Indiana State University
	0009	January 18	Putnamville State Police Post
	0010	January 26	Indiana State University
	0011	February 9	Indiana Government Center
	0012	February 23	Indiana Government Center
	0013	March 1	Putnamville State Police Post
	0014	March 9	Kokomo Ivy Tech
	0015	March 23	Michigan City Holiday Inn
	0016	April 6	Indiana Government Center
	0017	April 20	Michigan City Holiday Inn
	0018	May 4	Indiana Government Center
	0019	May 18	Michigan City Holiday Inn
	0020	June 8	Correctional Training Institute

Target Audience: Correctional Staff with Offender Contact**Class Size:** Up to 24 participants**Time:** 8:00 a.m. until 4:30 p.m.**Training Credit Hours:** 7.5 hours

Synopsis: Indiana Code 11-8-2-8 states that the Department shall provide training (a minimum of six hours) to employees who interact with persons with mental illness, addictive disorders, mental retardation, and developmental disabilities. It will be taught by persons approved by the Secretary of Family and Social Services, using teaching methods approved by the Secretary of Family and Social Services and the Commissioner of the Department of Correction.

Based on statutory requirements, the Division of Staff Development and Training is offering this program to assist facilities in meeting the mandatory training requirements established under Indiana Code 11-8-2-8. The instructors, materials, and teaching methods have been approved by the designated authorities.

NIC Programs and Videoconferences

NATIONAL INSTITUTE OF CORRECTIONS VIDEOCONFERENCES:

The Staff Development & Training Division will market all NIC Videoconferences to Indiana Department of Correction staff. The Staff Development & Training Division will host and coordinate designated sites for viewing and/or video taping the program for checkout viewing at a later time.

Listed below are current NIC Broadcasts. Any facilities that have the equipment and wish to receive this feed from CTI should contact Matt Guyer or David Vought as indicated.

For additional information on individual broadcasts, please refer to the NIC website at www.nicic.org.

COURSE 000908 National Institute of Corrections Videoconferences	
Contact Matt Guyer Ext. 5005 or David Vought Ext. 5010 765) 521-0230	
Dates:	Titles:
July 25	Prison Rape Elimination (Community Corrections)
August 03	Workforce Development
11	OJJDP - Youth Gangs
23	Senior Level Leadership
September 13	Effective Work Teams
28	Transition From Prison
Target Audience: Criminal Justice Staff	

OTHER TRAINING SUPPORT

The Division of Staff Development and Training may support training needs that fall outside of the areas covered in this Training Plan. Additional training support (program registrations) will be provided on a case-by-case basis to Departmental staff as determined by submission of "Training Funding Request" to the Division, (obtain Training Request Form from your facility or central office trainer).

Certifications/Recertifications

23 Offerings

EMERGENCY RESPONSE OPERATIONS Contact Duane Alsip (765) 593-0111 Ext. 2018		
2005 DATES:	ACADEMY	LOCATION
August 22-25	SITCON Advanced (5-Days)	CTI, New Castle
August 29-31	Adult Personal Protection Re-Cert (3-Days)	CTI, New Castle
September 11-22	SERT Basic (12-Days)	CTI, New Castle
September 26-30	Security Skills Re-Cert (5-Days)	CTI, New Castle
October 3-7	E-Squad Advanced (5-Days)	CTI, New Castle
October 17-28	Firearms Basic (12-Days)	CTI, New Castle
November 7-9	Armory Supervisor Re-Cert (3-Days)	CTI, New Castle
November 7-10	Adult Personal Protection Basic (4-Days)	CTI, New Castle
November 14-19	SERT Advanced (6-Days)	CTI, New Castle
December 5-8	CISM Basic (4-Days)	CTI, New Castle
December 5-9	SERT Special Weapons (5-Days)	CTI, New Castle
2006 DATES:		
January 9-13	E-Squad Basic (5-Days)	CTI, New Castle
January 23-27	SITCON Basic (4-Days)	CTI, New Castle
February 6-9	SITCON Advanced (4-Days)	CTI, New Castle
February 20-24	E-Squad Advanced (5-Days)	CTI, New Castle
March 13-16	Firearms Instructors Re-Cert (4-Days)	CTI, New Castle
March 20-23	CISM Advanced (4-Days)	CTI, New Castle
March 20-23	SITCON Advanced (4-Days)	CTI, New Castle
April 24-26	Adult Personal Protection Re-Cert (3-Days)	CTI, New Castle
May 14-26	SERT Basic (12-Days)	CTI, New Castle
June 7	ERO Competition (1-Day)	Pendleton H.S.

COURSE 001488 Restraint Chair Certification Contact Darrell Fox (765) 521-0230 Ext. 5008	
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Session Numbers, Dates and Locations	
0010	October 31-Nov. 4, 2005 Correctional Training Institute
0011	March 27-31, 2006 Correctional Training Institute
Target Audience: Adjunct Instructors are certified or recertified to teach DOC employees the Restraint Chair procedures and techniques on an as needed basis.	
Class Size: Varies	
Time: 8:00 a.m. - 4:30 p.m.	
Training Credit Hours: 7.5 hours	
Synopsis: Qualified presenters conduct certifications in Restraint Chair Techniques bi-annually, in a one-day workshop. Participants learn the policy and techniques to properly restrain a student in the restraint chair. Participants must achieve a 90% or above proficiency level in application skills to be certified and instruct IDOC employees in Restraint Chair Procedures.	

Computer Software Applications **44 Offerings**

COURSE 000203 Excel 2000 Basic: 9 Offerings Contact Kristi Pew (765) 521-0230 Ext. 5012			
Session Numbers, Dates and Location:			
2005	0035	September 7	IBS
	0036	September 20	BTC
	0037	October 19	WCC
	0038	November 9	CTI
	0039	November 15	PEN
2006	0040	March 14	PEN
	0041	March 21	CTI
	0042	April 11	IBS
	0043	May 16	WCC
Target Audience:		Correctional employees requiring computer skills in the performance of their assigned tasks	
Class Size:		Dependent on number of computer workstations available at a given Computer Training Lab. Look up course and session number in People Soft for minimum and maximum class size.	
Time:		9:00 a.m. - 4:00 p.m.	
Location:		Computer Training Labs per the above schedule	
Training Credit Hours:		6 hours	
Synopsis:		At the end of this class, participants will be able to create worksheets by entering text, values, and formulas. They will be able to change Excel's appearance through cell formatting, and prepare a document for printing.	

COURSE 000207 Excel 2000 Intermediate: 9 Offerings
Contact Kristi Pew (765) 521-0230 Ext. 5012

Session Numbers, Dates and Location:

2005	0015	September 8	IBS
	0016	September 21	BTC
	0017	October 20	WCC
	0018	November 10	CTI
	0019	November 16	PEN
2006	0020	March 15	PEN
	0021	March 22	CTI
	0022	April 12	IBS
	0023	May 17	WCC
Target Audience: Correctional employees requiring computer skills in the performance of their assigned tasks			
Class Size: Dependent on number of computer workstations available at a given Computer Training Lab. Look up course and session number in People Soft for minimum and maximum class size.			
Time: 9:00 a.m. - 4:00 p.m.			
Location: Computer Training Labs per the above schedule			
Training Credit Hours: 6 hours			
Synopsis: Upon completion, participants will be able to sort and filter data, create and modify pivot tables, as well as create, modify, and format charts. They will also learn to add, format, and use graphics to enhance worksheets and charts.			

COURSE 001615 Excel 2000 Advanced: 7 Offerings Contact Kristi Pew (765) 521-0230 Ext. 5012			
Dates and Locations:			
2005	October 27	CTI	
	November 14	CTI	
	November 17	PEN	
2006	March 16	PEN	
	March 28	IBS	
	April 13	IBS	
	May 18	WCC	
Target Audience:		Correctional employees requiring computer skills in the performance of their assigned tasks	
Class Size:		Dependent on number of computer workstations available at a given Computer Training Lab. Look up course and session number in People Soft for minimum and maximum class size.	
Time:		9:00 a.m. - 4:00 p.m.	
Location:		Computer Training Labs per the above schedule	
Training Credit Hours:		6 hours	
Synopsis:		Upon completion, participants will be able to utilize advanced features of Microsoft Excel, including working with multiple worksheets, consolidating and analyzing data, advanced formula construction, and an introduction to Macros.	
Prerequisite:		In order to attend Excel 2000 Advanced, participants must complete the Excel 2000 Basic and Excel 2000 Intermediate computer-training courses.	

COURSE 001468 Power Point Basic: 3 Offerings Contact Kristi Pew (765) 521-0230 Ext. 5012		
Session Numbers, Dates and Location:		
0010	November 8, 2005	CTI
0011	February 15, 2006	CTI
0012	April 25, 2006	CTI
Target Audience:	Correctional employees requiring computer skills in the performance of their assigned tasks	
Class Size:	Up to 17 participants	
Time:	9:00 a.m. - 4:00 p.m.	
Location:	CTI	
Training Credit Hours:	6 hours	
Synopsis:	Upon completion, participants will be able to open a presentation, create Title and Bullet slides, modify slide text, select and utilize templates, and work with Drawing Tools. They will also learn to use and insert tables, ClipArt and WordArt while exploring Slide Show options such as transitions, animation, presentation and printing.	

COURSE 001616 Power Point Level II: 2 Offerings Contact Kristi Pew (765) 521-0230 Ext. 5012		
Dates and Locations:		
	October 25, 2005	CTI
	May 9, 2006	CTI
Target Audience:	Correctional employees requiring computer skills in the performance of their assigned tasks	
Class Size:	Up to 17 participants	
Time:	9:00 a.m. - 4:00 p.m.	
Location:	CTI	
Training Credit Hours:	6 hours	
Synopsis:	Upon completion, participants will be able to utilize many advanced features of PowerPoint, including creating templates, working with multimedia, and various additional PowerPoint features.	
Prerequisite:	In order to attend PowerPoint Level II, participants must complete the PowerPoint Basic computer-training course.	

COURSE 001469 Access Basic: 2 Offerings Contact Kristi Pew (765) 521-0230 Ext. 5012		
Session Numbers, Dates and Location:		
0011	October 4 and 5, 2005	WCC
0012	March 7 and 8, 2006	PEN
Target Audience:	Correctional employees requiring computer skills in the performance of their assigned tasks	
Class Size:	Dependent on number of computer workstations available at a given Computer Training Lab. Look up course and session number in People Soft for minimum and maximum class size.	
Time:	9:00 a.m. - 4:00 p.m.	
Location:	Computer Training Labs per the above schedule	
Training Credit Hours:	12 hours	
Synopsis:	THIS IS A TWO-DAY PROGRAM. PARTICIPANTS MUST COMPLETE BOTH DAYS TO RECEIVE TRAINING CREDIT. Upon completion, participants will be able to utilize the Wizard to create tables, forms, and reports. They will create and modify tables and forms using Design View; find and edit reports; filter and sort records; create a Select Query to view specific fields; and use forms to locate and organize information.	

COURSE 001250 Word 2000 Intermediate: 3 Offerings Contact Kristi Pew (765) 521-0230 Ext. 5012		
Session Numbers, Dates and Location:		
	0024 September 14, 2005	IBS
	0025 April 26, 2006	CTI
	0026 May 10, 2006	BTC
Target Audience:	Correctional employees requiring computer skills in the performance of their assigned tasks	
Class Size:	Dependent on number of computer workstations available at a given Computer Training Lab. Look up course and session number in People Soft for minimum and maximum class size.	
Time:	9:00 a.m. - 4:00 p.m.	
Location:	Computer Training Labs per the above schedule	
Training Credit Hours:	6 hours	
Synopsis:	This class will have the participants demonstrate the skills of inserting graphics into a document, using the drawing and auto shape tools, insert text boxes, using the auto text and auto correct functions, sort lists, and use the synopsis functions in Word.	

COURSE 001617 Word 2000 Advanced: 9 Offerings
Contact Kristi Pew (765) 521-0230 Ext. 5012

Dates and Locations:

2005	September 15	IBS
	October 6	WCC
	October 26	CTI
	November 22	PEN
2006	March 9	PEN
	March 29	IBS
	April 27	CTI
	May 11	BTC
	May 23	CTI

Target Audience: Correctional employees requiring computer skills in the performance of their assigned tasks

Class Size: Dependent on number of computer workstations available at a given Computer Training Lab. Look up course and session number in People Soft for minimum and maximum class size.

Time: 9:00 a.m. - 4:00 p.m.

Location: Computer Training Labs per the above schedule

Training Credit Hours: 6 hours

Synopsis: Upon completion, participants will be able to utilize advanced features of Microsoft Word, including creating forms and document fields, using graphic effects, working with large documents, and managing document changes.

Prerequisite: In order to attend Word 2000 Advanced, participants must complete the Word 2000 Basic and Word 2000 Intermediate computer-training courses.

Central Office Training

12 Offerings

New Employee Administrative Orientation Will Be Completed Through Self-Study.
Contact Nancy Riley (765) 521-0230 Ext. 5003

ANNUAL IN-SERVICE TRAINING FOR CENTRAL OFFICE STAFF

Contact Nancy Riley (765) 521-0230 Ext. 5003

Dates:	Day One	Day Two	Day Two
2005 OPTION 1	Core Topics	Option 1	Option 2
July 6-7 August 24-25 September 7-8 October 12-13 November 16-17 December 7-8	(Required) <ul style="list-style-type: none"> ▪ Vision/Mission/Goals and Core Values ▪ Ethics ▪ Sexual Harassment Prevention 	<ul style="list-style-type: none"> ▪ Personal Accountability ▪ Managing Multiple Projects 	<ul style="list-style-type: none"> ▪ Developing a Positive Attitude ▪ Taking the Initiative
2006 OPTION 2			
January 18-19 February 7-8 March 7-8 April 19-20 May 16-17 June 20-21	<ul style="list-style-type: none"> ▪ Safety & Security in the Workplace ▪ Emergency Procedures ▪ Workplace Violence ▪ Employee Assistance Programs 	<ul style="list-style-type: none"> ▪ Customer Service 	<ul style="list-style-type: none"> ▪ Business Writing
Target Audience:	All veteran Central Office staff members seeking to complete their annual in-service training requirement, and/or receive additional training relevant to their duties.		
Class Size	Up to 30 participants		
Time:	8:00 a.m. - 4:30 p.m.		
Location:	Government Center Conference Rooms		
Training Credit:	15 hours		
Synopsis:	All Central Office staff members without "Regular Offender Contact," are required to attend at least 16 hours of training each year. The first 7.5 hours of this training must be completed during day one of in-service training. Seven and one-half (7.5) hours of training can be completed during day two of in-service training, or can be met by taking other training classes throughout the year. One hour (1.0) of training requirement would need to be completed at another program. For convenience, in-service training is offered in two-day blocks twelve times during the year. Day one of in-service training offers 7.5 hours of instruction that is required for all Central Office staff members. Day two offers staff members the option to choose between two different classes offering additional training on a variety of relevant work topics.		

Parole Services

22 Offerings

PAROLE INSERVICE TRAINING		Contact Eric Moore (765) 521-0203 Ext. 5013
Dates:	2006	March 22-23 April 4-5 May 10-11 June 6-7
Target Audience:	All Parole Agents	
Class Size:	Up to 24 participants per class	
Time:	8:00 a.m. - 4:30 p.m.	
Location:	Correctional Training Institute or Indiana State University	
Training Credit Hours:	15 hours	
Synopsis:	Inservice training is provided to all Parole Agents on a yearly basis. This program is designed to provide training specific to the job duties of the Parole Agent. Regional training sites throughout the state provide skill based training and instruction in other required topics. Correctional Training Institute Staff may provide the balance of in-service training. Topics covered will be in response to identified training needs by parole staff.	

PAROLE PRESERVICE TRAINING		Basic Training For New Parole Officers	
		Contact Eric Moore (765) 521-0203 Ext. 5013	
Dates:	2005	See CTI Preservice Academy Schedule	2006 See CTI Preservice Academy Schedule
Target Audience:	All new Parole Agents		
Class Size:	Will vary with hiring process		
Time:	8:00 a.m. - 4:30 p.m.		
Location:	CTI Regional Academy Sites and Parole Districts		
Training Credit Hours:	112.5 hours		
Synopsis:	Parole Agents will complete a preservice program that includes the Departmental Academy requirements at CTI Regional Academy Sites, and parole specific training in their District.		

**STAFF DEVELOPMENT AND TRAINING DIVISION
2005-2006 PROGRAM CALENDAR * 723 TOTAL PROGRAM DAYS**

PROGRAM	OFFERINGS	# DAYS	TOTAL PROGRAM DAYS	SITES
Access Basic	2	2	4	WCC, PEN
Adult Academy	5	15	75	CTI, Regional Sites
Coaching I	2	1	2	CTI
Coaching II	2	1	2	CTI
Combined Academy	9	15	135	CTI Regional Academy Sites
Excel 2000 Basic	9	1	9	CTI, IBS, BTC, WCC, PEN
Excel 2000 Intermediate	9	1	9	CTI, IBS, BTC, WCC, PEN
Excel 2000 Advanced	7	1	7	CTI, IBS, PEN, WCC
FTO/OJT Training for Trainers	3	1	3	CTI
House Bill 1437	20	1	20	CTI, IGC, ISU, Kokomo Ivy Tech, Michigan City Holiday Inn, Madison Best Western Inn, Putnamville State Police Post
Juvenile Academy	4	15	60	CTI, Regional Sites
Leadership Development Competencies	11	2	22	CTI, IGC, Kokomo Ivy Tech, Michigan City Holiday Inn, Madison Best Western Inn
New Trainer Orientation	1	2	2	CTI
NIC, OJJDP, Etc., Videoconferences	6	1	6	CTI
Organizational Development Competencies	6	2	12	CTI, IGC, ISU, Michigan City Holiday Inn
Power Point	2	1	2	CTI
PowerPoint Basic	3	1	3	CTI
Presentation Skills	4	1	4	CTI
Professional Development Competencies	11	2	22	CTI, IGC, ISU, Kokomo Ivy Tech, Michigan City Holiday Inn, Madison Best Western Inn
Restraint Chair Certification	2	1	2	CTI
Thinking For A Change	2	4	8	CTI
Word 2000 Advanced	9	1	9	CTI, IBS, BTC, PEN, WCC
Word 2000 Intermediate	3	1	3	CTI, IBS, BTC
CENTAL OFFICE				
Annual Inservice: Veteran Staff	12	2	24	IGC
PAROLE SERVICES				
Parole Inservice Training	4	2	8	CTI, ISU
Parole Preservice Training	18	15	270	CTI, CTI Regional Academy Sites
TOTAL OFFERINGS: 166			723 TOTAL PROGRAM DAYS	

PROGRAM CATEGORIES/OFFERINGS

PRESERVICE ACADEMIES: 18

Adult Academy	5
Juvenile Academy	4
Combined Academy	9

CENTRAL OFFICE: 12

New Employee Administrative Orientation	
Annual Inservice: Veteran Staff	12

PAROLE SERVICES: 22

LEADERSHIP COURSES: 28

Supervisory/Management	
Professional Development Competencies	11
Leadership Development Competencies	11
Organizational Development Competencies	6

Parole Inservice Training	4
Parole Preservice Training	18

NIC, OJJDP, ETC., VIDEOCONFERENCES: 6

As scheduled/provided by NIC and other agencies	6
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TRAINER DEVELOPMENT: 8

New Trainer Orientation	1
Presentation Skills	4
FTO/OJT Training for Trainers	3

SPECIAL ISSUE WORKSHOPS: 26

Coaching I	2
Coaching II	2
Thinking For a Change	2
House Bill 1437	20

COMPUTER APPLICATIONS: 44

Excel 2000 Basic	9
Excel 2000 Intermediate	9
Excel 2000 Advanced	7
PowerPoint Basic	3
Power Point Level II	2
Access Basic	2
Word 2000 Intermediate	3
Word 2000 Advanced	9

CERTIFICATIONS AND RECERTIFICATIONS: 23

Restraint Chair	2
ERO Academies	21

AUDITS: 7

Adult Facilities	6
Juvenile Facilities	1